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15 July 1971

MEMORANDUM FOR: Records Management Board Members

SUBJECT : Reported Microfilming Activities

The following microfilm activity information was gathered and telephoned to me for the July 1971 Board Report:

- A. Nine new microfilm applications were established in the last six months and have resulted in the filming of 145 cubic feet of records to date. Upon verification of the film the paper records will be destroyed.

<u>Office</u>	<u>File</u>	<u>Vol. Filmed</u>	<u>Destroyed</u>
O/Finance	Station Accounts	47	0
O/Training	CTP Personnel	11	11
O/Commo	Accountable Crypto Items	11	0
SSS/DDS	Regulation Case Files	52	0
O/Personnel	Credit Union Cards	0	0
O/Training	Course Files	10	0
O/ELINT	Cable Reference File	10	0
FMSAC	Telemetry Analogs	4	0
O/R & D	R & D Project Files	0	0
	Total	145 cu. ft.	11

- B. Some ten other microfilm applications established since July 1968 have permitted the destruction of 1,300 cubic feet of records.

<u>Office</u>	<u>File</u>	<u>Destroyed</u>
Cable Secy.	Master Cable File	700
CI/DDP	Applicant Files	300
RID/DDP	Subject File Lists	8
FI/D	FI Files	24
OSP/DDS&T	Cable Reference File	28
OSA/DDS&T	Cable File	170
FMSAC	Missile & Space Summaries	40
ORD	TSCC/USIB Library	30
	Total	1,300 cu. ft.

GROUP 1
Excluded from automatic
downgrading and
declassification

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- C. At present there are 15 Computer Outputs to Microfilm (COM) applications in operation for DDP. Two other COM applications are in operation for the Offices of Finance and Training with two more being programmed for the Office of Personnel.

DDP --
DDS --

25X1A

25X1A

Chairman

25X1A

DDS/SSS/RAB :mrf

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